

INSTRUCTIONS

The information requested on this form is voluntary, but is essential for the FAA to fairly allocate Airport Improvement Program (AIP) funds to the airports you serve, as required by Title 49 of United States Code.

This survey is restricted to on demand operations that are not reported to the Office of Airline Information, Bureau of Transportation Statistics (BTS), Department of Transportation.

Commuter air carriers who report their scheduled activity to the BTS on BTS Form 298C, Schedule T-1, Report of Revenue Traffic by On-line Origin and Destination, should report only those operations NOT reported to the BTS. For example, all nonscheduled or charter activity subject to the passenger transportation tax should be accounted for; and scheduled operations by carriers not meeting the commuter air carrier definition, and thus not reported to the BTS, should also be reported on this form.

About this form:

Please notify your General Aviation District Office of any differences in your name, address or FAA Air Taxi/Commercial Operator Certificate Number from that already printed on this form.

Do not enter any data in the shaded areas.

Type of operation: If you provide regular air service between two or more airports one or more times per week, enter the number of scheduled enplanements. If you conducted both

scheduled and nonscheduled operations, please report the number of nonscheduled enplanements in the last column.

Operations: Show the data for each airport on a separate line. Give the total number of departures and scheduled and nonscheduled passengers enplaned for each airport. An enplaned passenger at that airport is a revenue passenger who either 1) boarded his flight there, 2) continued his journey after a change of aircraft or flight number, or 3) in the case of a nonscheduled flight, continued his journey after a contracted layover. **If the number of lines required is more than those provided on the form, please reproduce it for continued entries.**

While it is realized that adequate records may not always be available, it is important that each item on the form be completed, using best estimates if necessary.

If you had no commercial or air taxi activity during the reporting period, please indicate this across the face of the form and return it in the self-addressed envelope provided. If there are any questions regarding the completion of this form, please contact FAA Headquarters, National Planning Division, telephone 202-267-8739.

Sign and date FAA Form 1800-31 in the spaces provided, and mail it to:

ATCO Survey/DTS-23
DOT/RSPA/Volpe National Transportation
Systems Center
Center for Transportation Information
Kendall Square
Cambridge, MA 02142-1093